

CENTRE FOR LEADERSHIP AND MANAGEMENT

TRAINING CALENDAR FEBRUARY-JUNE 2010



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DATE	PROGRAM/ WORKSHOP	DESCRIPTION & FACILITATOR	VENUE	PRICE	
22 FEBRUARY	MANAGING VERY DIFFICULT WORKPLACE BEHAVIOUR	Managing very difficult workplace behaviour is perhaps the most demanding leadership task that any of us face – especially when feedback and the usual HR systems don't seem to work. This practical workshop presents frameworks and techniques for managing very difficult staff and colleague behaviour; and for building management and personal support. GREG COOK	CROWNE PLAZA	\$495	
2 MARCH	PA & EA POWER	A program for Executive and Personal Assistants and Senior Administrative Staff focused on building effective workplace relationships with their manager and enhancing their communication and influencing skills. GAEL BIGNELL	SEASONS	\$495	
19 MARCH	MINUTE TAKING	Minute taking is vital to a successful meeting. When the discussions are underway and decisions have been made; accurate minutes will record what has taken place and what actions are required. This workshop focuses on how to take concise minutes that are easy to read, and form an accurate account of a meeting. CHRISTINA KATOPIIS	CROWNE PLAZA	\$495	
19&20 APRIL	MANAGEMENT FUNDAMENTALS	A practical two day professional development program for managers that describes frameworks and key changes in public sector management and leadership, approaches to team planning, coaching and team development – and including participant's personal MBTI profiling. GARRY ROACH	CROWNE PLAZA	\$825	
7 MAY	NEW RISK MANAGEMENT	A practical one day workshop for Risk Managers, Procurement Officers and Project Managers with responsibility for managing risk within their role and responsibility. The workshop will describe the key elements of risk management, including alignment with Australian standards. JACKIE MODEN	SEASONS	\$495	
13 MAY	BUSINESS WRITING REPORTS, EMAIL & LETTERS	Good business writing rests on logic, structure, and a real respect for the reader – together with learnt techniques and tools. This program will assist participants to use them all to improve their business writing. CHRISTINA KATOPIIS	CROWNE PLAZA	\$495	
17 MAY	PROJECT MANAGEMENT	Practical, hands-on approaches, tools, processes and checklists designed to assist participants with the manageable, timely and successful completion of workplace projects. JACKIE MODEN	CROWNE PLAZA	\$495	
25 MAY	NEW EMOTIONAL INTELLIGENCE & LEADERSHIP (MAX 16)	Today's leaders need to demonstrate high levels of self-awareness, develop the capabilities of their staff and guide and motivate staff towards organisational goals. This workshop will define the emotional intelligence skills that underpin high impact leadership – including participant's personal Genos EI profiling. GAEL BIGNELL	SEASONS	\$645	
31 MAY	PRESENTING WITH CONFIDENCE (MAX 12)	Presenting in front of a group can be daunting even for experienced presenters. This practical and experiential workshop is designed to increase participants' confidence and skills in delivering effective presentations. GARRY ROACH	SEASONS	\$572	
22 JUNE	NEW LEADERSHIP INSIDE OUT	Leadership is experienced by others in how we engage with them while focussing on our work tasks. It requires underlying management skill combined with more personal or internal leadership capabilities. This workshop will describe this 'inner game' of leadership and assist participants to further develop their own leadership style. GREG COOK	CROWNE PLAZA	\$495	